



**District of Columbia Court of Appeals
Committee on Admissions
430 E Street, NW, Room 123
Washington, DC 20001
(202) 879-2710
www.dcappeals.gov**

INSTRUCTIONS FOR COMPLETING THE JULY 2016 UNIFORM BAR EXAMINATION APPLICATION

FILING DEADLINE: Tuesday, May 3, 2016, by 5:00 p.m.
LATE and FINAL DEADLINE: Wednesday, May 18, 2016, by 5:00 p.m.

The July 2016 District of Columbia Uniform Bar Examination (UBE) will be
administered on:

Tuesday, July 26, 2016 - MPT & MEE (essays)
and
Wednesday, July 27, 2016 - MBE (multiple-choice)

The District of Columbia will begin administering the Uniform Bar Examination (UBE) beginning with the July 2016 bar exam. Under the UBE, examinees who take the UBE can earn a portable score that can be used to apply for admission in other UBE jurisdictions. In order to obtain a portable score applicants must take both components of the UBE exam in the same administration and in this jurisdiction on each of the scheduled days. **Note: Applicants may transfer prior eligible MBE or Essay scores from previous administrations pursuant to the court rules. Applicants transferring scores from a prior administration will not obtain a portable UBE scaled score.**

The typewritten application must be complete in every detail and accompanied by the required fees and supporting documents. Incomplete, handwritten, or double-sided applications **will not** be accepted for filing. Applications cannot be accepted after close of business on Wednesday, May 18, 2016 - See D.C. App. Rule 46 (c)(2)(C).

If you mail the application, it must be received in the office of the Committee on Admissions ("Committee") at the address above on or before the fixed filing deadlines. The deadlines are fixed by court rule. A deficient application will be returned immediately. Receipt of exam applications will be acknowledged by mail in June. Please do not call or email to confirm receipt of your application.

ALL applicants must complete: (1) the D.C. Specific Forms; and (2) the electronic character and fitness application form supplied by the National Conference of Bar Examiners ("NCBE"). All applicants must file the original of these forms with the

Committee at the address listed above. No prior version(s) of the application form will be accepted for filing. **Again, hand-written applications will not be accepted.**

If you have previously filed an application with the Committee and you completed that application using the NCBE's electronic application format, please follow the electronic application instructions for directions on how to transfer your data (e.g. residences, employment, education, etc.) to your current electronic application. Please be sure to carefully follow the NCBE's specific instructions in this regard.

MAILING ADDRESS (see page 1 of the NCBE application questionnaire): This is the address that the Committee will use for mailing the letter acknowledging receipt of your application, your exam admission ticket, and your exam results. If you have a change of address after your application has been filed, you must notify the Committee on Admissions directly by letter or e-mail (coa@dcappeals.gov).

EXAMINATION FEES: The fees must accompany your application and be in the form of **certified checks, cashier's checks, or money orders**. (**DO NOT** submit cash, personal checks, or business/firm checks, as they cannot be accepted. Doing so may result in your application being rejected.) Also, your payment instruments must not have an expiration date of less than one (1) year.

Submit separate certified checks, cashier's checks, or money orders in the denominations specified below:

***\$100:** "Clerk, D.C. Court of Appeals" for filing the examination application.

\$50: "National Conference of Bar Examiners" for the MPT & MEE (essays).

\$64: "National Conference of Bar Examiners" for the MBE (multiple-choice).

****\$ - -** "National Conference of Bar Examiners" for the character report. (*see below*)

*****\$ --** "Extegrity Exam4" for the laptop registration.

****If applicable:*** Add an additional **\$200 certified check, cashier's check, or money order** payable to "Clerk, D.C. Court of Appeals" - for the late filing fee - see Rule 46(b)(2)(iii). You may tender one (1) payment for \$300 (\$100 filing fee + \$200 late fee).

**** NCBE Character Report fee:** If you filed an application to take the February 2016 examination in D.C. **AND** paid the background investigation fee (i.e., NCBE's character report fee) with that application, you are not required to submit the background investigation fee with the July 2016 application. All other applicants must remit payment for the NCBE to conduct the background investigation/character report. Please refer to the fee schedule appearing on the NCBE's Request for Preparation of a Character Report form to determine the amount you will be required to submit. This form will appear after you have logged into the NCBE's online/electronic

application. Questions about your eligibility for the NCBE's Character Reports must be directed to the NCBE at 608/280-8550.

*** Laptop Testing: Applicants interested in using a laptop for the essay portion of the bar exam should carefully read and review the following information. You must have completed all required documents and follow all registration instruction provided herein. The laptop registration period will begin on June 5, 2016 and end on June 18, 2016. Further, you must logon to www.exam4.com to register and pay the required fee as listed on the webpage. After logging on use the tool bar on the left, select bar exam and select District of Columbia for the jurisdiction to begin the registration process. The fee (now and in the future) may vary depending on venue. The fee covers software licensing and additional administrative costs associated with the administration of Laptop Testing. The fee is paid directly to Extegrity, via the Exam4 website. All payments will be made at time of registration by electronic payment. **Please note: The fee is neither non-refundable nor transferable. You are paying Extegrity for a seat license for Exam4 software, and associated services. You will download the software from the Exam4 website. No software will be shipped. Interested laptop users are required to read the DCCA Laptop Program Condition of Use located on the D.C. Court of Appeals, Committee on Admissions webpage.**

Read the entire application packet before making any entries. In completing your application, care and attention to the following instructions may forego the possibilities of your application being returned for correction and you missing an applicable filing deadline. An application -- corrected and resubmitted -- is deemed filed as of the date it is accepted for processing by the Director of the Committee on Admissions; a deficient application will not be accepted at any time.

ALL APPLICANTS *must* provide the following items except where otherwise indicated.

I. BAR EXAM REGISTRATION QUESTIONNAIRE:

You must answer Questions labeled A through E and your completed questionnaire must be submitted along with your completed application form.

(A) **MPRE** - This jurisdiction requires that you attain a minimum scaled score of 75 on the Multistate Professional Responsibility Examination ("MPRE"). If you have taken the District of Columbia bar examination within the past 25 months and filed a copy of your MPRE Score Report with a prior application, you do not need to provide an additional copy with this new application. If, however, you have **not**: (1) filed a copy of your MPRE score with a prior application; (2) previously filed an application to take the D.C. Bar exam; or (3) taken the MPRE, you have one year's time from the date of this examination's results to have your MPRE Score transferred. You cannot be admitted without having provided proof of an eligible MPRE score. For instructions on how to request a transfer of your MPRE score please see <http://www.ncbex.org/multistate-tests/mpre/mpre-score-services/>.

(B) ESSAY SCALED SCORE RELEASE FORM - Execute this form only if you meet the requirements of Rule 46 (c)(8)(C)(i) & 46 (c)(8)(C)(ii). Keep in mind that you must attain an MBE scaled score of at least 133 in order to be deemed successful in this examination.

(C) LAPTOP TESTING/TYPEWRITER - Rule 46 (c)(8)(E) provides that you must supply your own *computer or typewriter*. Rule 46 DOES NOT currently permit the use of other electronic devices.

(D) MBE SCALED SCORE TRANSFER - Execute the bottom portion of the page titled “MBE Transfer Applicants Only” if you meet the requirements of Rule 46 (c)(8)(B)(i)& 46 (c)(8)(B)(ii). If your MBE score has previously been transferred to, or attained in, this jurisdiction, and within the last 25 months you have: (1) taken the D.C. bar exam or; (2) filed an application to take the D.C. bar exam but did not sit (i.e., withdrew), you do not need to have your score transferred again. **Please note: Any score earned in a prior administration may not be used to earn a UBE score that can be transferred to seek admission in another U.S. jurisdiction.**

(E) TESTING ACCOMMODATIONS – You must include *with* your application the fully executed Eligibility Questionnaire as well as all supporting documentation as described herein and in the Questionnaire -- current, original, and complete evidence of the disability itself from a qualified specialist; the specific impact of the disability on your ability to take the examination; the need for non-standard testing accommodation; previous accommodations requested, approved, or denied; and specific accommodation requested for this examination. Be sure to sign and date the last page of the Questionnaire. The Committee will determine what is appropriate on a case-by-case basis and where applicable, in consultation with outside experts. If an applicant submits adequate documentation from a qualified expert, the accommodation will be provided unless, based upon the evaluation by the Committee's expert and any other documentation received by the Committee, the Committee determines otherwise; in which event, the applicant shall have an opportunity to review the expert's report relied upon. Notice of testing accommodations will be mailed with the admission ticket approximately ten days before the examination. Failure to comply with these instructions may result in the Committee's inability to fully evaluate your request for testing accommodations by the examination dates.

II. LEGAL EDUCATION AND LAW DEGREE

A. For a graduate of an ABA-approved Law School pursuant to Rule 46 (c)(3):

An applicant certified by the Dean as having successfully completed all requirements and eligible for graduation by the application late filing deadline (see Rule 46 (c)(3), the Certificate A, or the modified Certificate A, is to be executed by the Dean or Registrar, affixed with school seal, and filed with your application. This form is absolutely essential to determine your eligibility to sit for the

examination. The application must contain the **original** Certificate A, or the application will not be accepted for filing. Your transcript is not required. If the degree is conferred after the filing deadlines, the applicant must obtain another Certificate A confirming the award date of the degree to be filed prior to the examination. If you have taken the District of Columbia bar examination in the past year, you do not need to file another Certificate A with this application; however, you should provide an explanatory statement.

B. For a graduate of a non-ABA-approved Law School pursuant to Rule 46 (c)(4):

PLEASE READ CAREFULLY: You must file with your application: (1) An executed Certificate A from the non-ABA-approved law school which awarded your law degree. [NOTE: It is permissible for the non-ABA-approved law school to amend the Certificate A form to accurately reflect its non-ABA status.]; (2) An executed Certificate A from the ABA-approved law school(s) in which you successfully completed your required 26 semester hours of study in the tested subjects; and (3) an OFFICIAL TRANSCRIPT, from the ABA-approved law school(s), containing the course titles, semester/credit hour values, and grades as well as a copy of the law school's course description for each such course. Items numbered (1), (2) and (3) **MUST** accompany your application at the time it is filed in the Committee's office as they are absolutely essential in determining your eligibility to sit for the examination. An application will not be accepted nor deemed filed if any one of these items is missing. If your eligibility to sit for the District of Columbia bar examination has already been determined and you have taken the DC bar exam within the last 25 months, you do not need to file another Certificate A or transcript(s) with this new application. If your eligibility has not been previously determined, you are strongly encouraged to file your application well in advance of the fixed filing deadlines.

III. PRIOR APPLICATIONS FOR ADMISSION - Question 6: Include with your application an original, current Certificate of Good Standing no more than sixty (60) days old, from the highest state court of each jurisdiction of which you are a member.

IV. APPLICATION FORM (NCBE QUESTIONNAIRE) - Each applicant must file with the Committee on Admissions the original of these forms. Also, the application must be typewritten. Where a YES or NO answer is required, you may check the appropriate box by hand and in ink. Answer all the questions to the best of your ability and comply with the instructions contained in the application. If not applicable, indicate N/A.

- * **QUESTION 7 B-** Employment/non-employment. Account for the entire time period (no gaps) since age 21.
- * **QUESTIONS 21 and 22 B-** Include, either as an adult or a juvenile, any violation of any law.

- * QUESTIONS 23 and 24 B- If you answered yes to either of these questions, you must submit along with your application a current (dated within the past 60 days) credit report from one of the three major credit reporting agencies.

V. ATTESTATION PAGE & AUTHORIZATION AND RELEASE FORMS:

Sign where indicated and have all forms **NOTARIZED with a current date** within five (5) days of the date on which you submit or resubmit the application. You must submit 3 original and notarized Authorization and Release Forms.

Before you file your application with the Director of the Committee on Admissions, review your responses to ensure that you have answered all questions and have included the required and applicable documentation, notarized pages, and the fees. Again, note that the examination admission ticket will be sent via first-class mail approximately ten days before the examination to the mailing address you have provided. If you have a change of address after your application has been filed, you must notify the Committee on Admissions directly by letter or e-mail. Failure to do so may result in your not receiving notification of the bar examination and/or results thereof. If you have a change in employment or other circumstances, you are under a continuing obligation to notify the Committee in writing. Your correspondence should include your five-digit examination identification number.

USEFUL INFORMATION ABOUT THE EXAMINATION:

Information booklets for each test component are available at www.ncbex.org. There are two three-hour sessions on Tuesday for the written examination. Two Multistate Performance Tests (MPT), worth 45 raw points each, should be completed within 90 minutes each. The six Multistate Essay Examination questions (MEE), each worth 15 raw points, should be completed within 30 minutes each. The essay portion of the examination is worth 180 raw points. The multiple-choice MBE is administered on Wednesday in two three-hour sessions. The total raw essay score on the written component shall be converted to a UBE scaled score by the NCBE in accordance with UBE policies. An applicant, taking both the essay portion and the MBE portion of the bar examination, is required to achieve a combined scaled score of 266 (essay scaled score + MBE scaled score) to pass the examination and obtain a UBE portable scaled score. An applicant, who has achieved a scaled score of 133 or more on a prior DC essay or MBE examination and whose score transfer has been accepted by the Committee, is required to achieve a 133 scaled score on the portion of the examination being taken. **Any score earned in a prior administration may not be used to earn a UBE score that can be transferred to seek admission in another U.S. jurisdiction.** See Rule 46 (c)(8)(D).

PLEASE NOTE: An applicant who does not appear for the morning session of either the essays (Tues) or MBE (Wed) will NOT be allowed to participate in that afternoon's session.

EXAMINATION DAY - Except where otherwise noted, there is no dress code. Plan to report by 7:45 AM; departure is expected by approximately 5:30 PM. You must bring a valid photo-ID to be admitted into the examination room; e.g., current valid driver's license, employment identification card, or passport.

- **Items allowed in the examination rooms:**

Each examinee may bring a sealed clear plastic bag, maximum size one gallon (3.79 liters), into the examination room. It must remain stored under your chair and may only be accessed with permission by and in the presence of a proctor or the Committee's staff. **The sealed bag may contain only the following items: your admission ticket; valid ID; wallet; keys; car key fob (provided it does not feature a data port); hygiene/medical products; tissues; blue or black ink pens on Tuesday; and No. 2 lead pencils on Wednesday (mechanical pencils are NOT permitted).**

- **Items prohibited from the examination rooms:**

The following items will not be permitted inside the examination rooms: cell phones, smart phones, text messaging devices, personal digital assistants, or any other electronic device, earplugs, earphones or headsets, watches of any kind, books, notes, briefcases, purses, backpacks, luggage, packages, alarm clocks, highlighters, correction fluid/tape, sticky tabs, hats and/or hoods (except religious apparel), food or beverages (unless pre-authorized for medical reasons), or such other items deemed by testing personnel as non-essential. If you do bring any prohibited items, you must leave them in your vehicle or in the hallway, an unsecured area, outside of the examination room. The Committee on Admissions or its agents are not responsible for damage to, or theft of, your belongings.

Once seated in the examination room, you should not leave the room. Smoking is not permitted at any time during the testing sessions. If an emergency arises during the test, notify the proctors.

Examinees are not allowed to use cell phones or any other electronic devices in the testing room or during the testing sessions. Using such items while in the testing room or during a testing session is strictly prohibited. If the Committee's staff or proctors observe you using or attempting to use any prohibited item during the testing sessions or if a prohibited item is brought into the testing room and makes any noise, the item(s) will be immediately confiscated for a period of time to be determined by the Committee.



NCBE Paid: \$90 \$200

\$315 \$350 \$450 \$825

N/A Paid: ____/____ exam.

LS _____ Future: Cert A Transcript

26 sh: FN _____ US _____

Status: F R (times) _____ MPRE _____

EO MO BOTH TA-DOCS

DO NOT write above this line. For Office use ONLY.

UBE BAR EXAM REGISTRATION QUESTIONNAIRE: July-2016

Name: First Middle Last (type or print clearly)

Signature

Date

*Have you previously filed an application for the D.C. bar examination?

☐
☐

Yes
No

M/Yr of most recent exam

A. Have you attained a scaled score of 75 or more on the Multistate Professional Responsibility Exam?

☐

YES. Attached is a copy of my MPRE score, or I will provide it at a later date

☐

NO. I plan to sit for the MPRE.

B. Do you plan to take the written examination on Tuesday?

☐

YES. Attached is the **\$50** fee, payable to "National Conference of Bar Examiners," for the MEE & MPT.

Certified check, cashier=s check or money order ONLY.

☐

NO. Attached is my ESSAY SCALED SCORE RELEASE FORM.

C. Do you plan to use a laptop for the essay examination?

[See item "(C)" on page 3 of these instructions.]

☐

YES

☐

NO

D. Do you plan to take the Multistate Bar Examination on Wednesday?

☐

YES. Attached is the **\$64** fee, payable to "National Conference of Bar Examiners," for the MBE.

Certified check, cashier=s check or money order ONLY.

☐

NO. Attached is my MBE TRANSFER page.

E. Are you filing a request for testing accommodations for taking the bar examination?

☐

YES or

☐

NO

If YES to item E, attach the Testing Accommodations Eligibility Questionnaire and all relevant documentation necessary for the Committee's evaluation of your situation. Carefully follow the instructions accompanying this application.

NOTE: YOU MUST SIT TWO CONSECUTIVE DAYS IN THIS JURISDICTION TO RECEIVE A PORTABLE UNIFORM BAR EXAMINATION SCORE.

THIS EXECUTED PAGE MUST BE SUBMITTED WITH YOUR APPLICATION

**DISTRICT OF COLUMBIA COURT OF APPEALS
COMMITTEE ON ADMISSIONS**

Application of

for the District of Columbia Bar Examination

CERTIFICATE A

I, , of which
Registrar/Dean *Law School*

was approved by the American Bar Association on , certify
Date

that the above-named student entered this school as a student of law on
Date and continued as a student until , having
Date

successfully completed semester or term hours of study.

During this period, the student took the courses prescribed for the
degree of and on , having met the scholarship
Date

requirements, was awarded the degree. The student's record ☐ DOES or
☐ DOES NOT reflect any Honor Code violations or disciplinary matters; if it
does reflect a matter which should be brought to the attention of the
Committee on Admissions, please explain fully.

Today's Date

Registrar/Dean's Signature
(in blue ink)

Seal:

Note: To assist a law student's meeting the application filing deadline, the Dean may MODIFY this form to reflect that the student has successfully completed/is expected to successfully complete all requirements for graduation and is/will be eligible for graduation (by the application late filing deadline) to be awarded the degree on the scheduled date.

**THIS ORIGINAL, SIGNED FORM MUST ACCOMPANY THE APPLICATION
PHOTOCOPIED/FAXED COPIES OF THE SIGNED FORM WILL NOT BE ACCEPTED**



**DISTRICT OF COLUMBIA COURT OF APPEALS
COMMITTEE ON ADMISSIONS**

ESSAY SCALED SCORE RELEASE FORM

I, , hereby authorize the Committee on
(Name as it appears on application)

Admissions of the District of Columbia Court of Appeals to substitute the essay scaled
score I attained in the District of Columbia Bar Examination administered in
(m/yy)
in lieu of sitting for the essay section of this examination.

Today's Date

Signature of Applicant

(FOR OFFICE USE ONLY)

CERTIFICATION OF SCORE

The above-named applicant, No. , attained an essay scaled score of
in the D.C. bar examination administered in .

Today's Date

Signature of Certifying Official



MBE TRANSFER APPLICANTS *ONLY*

See D.C. App. Rule 46 (b)(8)(i)(A)

You must submit a request for transfer directly to the jurisdiction wherein you sat for the MBE you wish to transfer or, where applicable, the National Conference of Bar Examiners (NCBE®). *If* your score has previously been transferred to, or attained in, this jurisdiction you do not need to have your score transferred again provided that within the last 25 months you have: (1) taken the D.C. bar exam or; (2) filed an application to take the D.C. bar exam but subsequently withdrew.

NCBE is authorized to perform MBE score services for only *some* jurisdictions. Before submitting a transfer request, carefully review all of the information on the NCBE's AMBE Score Services@ page at www.ncbex.org/multistate-tests/mbe/mbe-score-services/ to ensure jurisdiction authorization for the service you are requesting. Since rules and policies of jurisdictions change, you are strongly advised to consult the jurisdiction directly for the most accurate and current information. Contact information for **ALL** jurisdictions can be found on the NCBE's ABar Admission Services@ page at www.ncbex.org/bar-admissions/. In all instances, the MBE score report/letter/verification etc. must arrive to the Committee's office directly from the testing jurisdiction or NCBE as the case may be. The Committee's address is: Committee on Admissions, MBE Score Transfer, 430 E Street NW, Room 123, Washington, D.C. 20001.

PLEASE NOTE:

- < An MBE score will not be accepted if submitted from an applicant.
- < An applicant whose MBE score has not been received in advance of the first day of the exam administration will not be permitted to sit for the exam.
- < A minimum scaled score of 133 on the MBE is required.
- < An MBE score is valid for 25 months from the date of the exam on which it was taken.

Complete the following and include this page with your completed application materials.

I hereby certify that (please check one box):

- ☐ I have requested my (m/yy) MBE score to be transferred from my testing jurisdiction, or the NCBE, directly to the Committee on Admissions; *or*
- ☐ My (m/yy) MBE score has previously been transferred to the Committee on Admissions and I have filed an application to take the D.C. Bar exam within the last 25 months; *or*
- ☐ I attained an eligible scaled score on the (m/yy) MBE taken as part of the D.C. bar exam and that I have filed an application to take the D.C. Bar exam within the last 25 months.

Full Name (type or print clearly)

Signature

Date

ELIGIBILITY QUESTIONNAIRE
BAR EXAMINATION TESTING ACCOMMODATIONS

Please fill out each item as completely as possible to assist the Committee on Admissions in considering/evaluating your situation.

I. Disability Status (check all that apply)

A. Are you:

- ☐ deaf? ☐ hard of hearing?
☐ blind? ☐ visually impaired?
☐ other (describe) _____

B. Do you have a:

- ☐ physical disability?
Please explain _____
☐ specific learning disability?
Please explain _____
☐ psychological disability?
Please explain _____

C. How long have you had your disability? Since (date)

- ☐ 1 year ☐ 2 years ☐ 3 years ☐ 4 years ☐ 5 years or more
☐ Most of my life

You are required to provide the original current documentation from a doctor, psychologist, psychiatrist or other appropriate professionals certifying your disability. Current documentation is in the nature of a psychological evaluation/assessment, timed reading/writing testing results (including all testing data), medical diagnosis/prognosis, or other supporting records. Certification from a specialist(s) should include the specialist's qualifications and information identifying license authority (ID number, entity, jurisdiction, etc.), a description of the disability including date of onset, methodology for diagnosis, and the date(s) of testing and results/interpretations. The certification(s) **MUST detail the specific impact(s) of such disability on your ability to take the examination, your need for accommodations, and the specific recommendations concerning the accommodations requested for the bar examination.**

II. Past Accommodations Made for Your Disability

A. In high school:

- Were you in a special school or program? ☐ Yes ☐ No
Did you get non-standard accommodations for classroom tests? ☐ Yes ☐ No
Did you generally get extra time for tests? ☐ Yes ☐ No
If yes, how much extra time?

B. Did you have accommodations for taking the SAT or ACT examinations for admission to college?

- ☐ Yes ☐ No

C. In college:

- Did you use disabled student services? ☐ Yes ☐ No
Did you get testing accommodations? ☐ Yes ☐ No
Did you generally get extra time for exams? ☐ Yes ☐ No

If yes, how much extra time?

D. Did you have testing accommodations for the LSAT? ☐ Yes ☐ No

If yes, what accommodations? (Check all that apply)

Formats:

☐ Braille ☐ Tape ☐ Large type

Help:

☐ Reader ☐ Recorder ☐ Dictating machine

☐ Extra breaks/rest periods

☐ Extra testing time - how much extra time?

☐ Other

Please explain _____

E. In law school: (*Identify each school and include with this*

*application supporting documentation as identified below.)**

Did you use disabled student services? ☐ Yes ☐ No

Did you get other testing accommodations? ☐ Yes ☐ No

If yes, explain _____

Did you generally get extra time for exams? ☐ Yes ☐ No

If yes, how much extra time?

F. On other Bar Examinations: (*Identify each jurisdiction and include with this*

*application supporting documentation as identified below.)**

Did you **request** non-standard accommodations? ☐ Yes ☐ No

If yes, what did you request?

Explain _____

Did you **receive** non-standard testing accommodations? ☐ Yes ☐ No

If no, why not? If yes, what were the accommodations?

Explain _____

* Include current, original documentation from the Dean or Registrar of your law school **and** all national or state testing agencies detailing all non-standard accommodations granted/denied.

III. Accommodations Requested for the District of Columbia Bar Examination.

(Check all that apply)

Formats:

☐

Braille

☐

Audio CD

☐

Large Font

Assistance:

☐

Reader

☐

Recorder/dictating machine

☐

Typewriter

☐

Extra testing time. How much testing time per three-hour session?

a) Essay portion:

b) Multiple choice portion:

☐

Other. Please explain

IV. I certify the above statements to be true.

Signature

Date

*** This Eligibility Questionnaire and all supporting documentation must be submitted with your application by the application filing deadlines.**

DISTRICT OF COLUMBIA COURT OF APPEALS

Rule 46. Admission to the Bar.

(a) Committee on Admissions.

(1) The court shall appoint a standing committee known as the Committee on Admissions (Committee) consisting of at least seven members of the Bar of this court, one of whom shall serve as counsel to the Committee. Each appointment shall be for a term of three years. In case of a vacancy arising before the end of a member's term, the successor appointed shall serve the unexpired term of the predecessor member. When a member holds over after the expiration of the term for which that member was appointed, the time served after the expiration of that term shall be part of a new term. No member shall be appointed to serve longer than two consecutive regular three-year terms, unless an exception is made by the court.

(2) Subject to the approval of the court, the Committee may adopt such rules and regulations as it deems necessary to implement the provisions of this rule. The members of the Committee shall receive such compensation and necessary expenses as the court may approve.

(3) Members of the Committee and their lawfully appointed designees and staff are immune from civil suit for any conduct in the course of their official duties.

(b) Admission to the Bar of this jurisdiction. Admission may be based on (1) examination in this jurisdiction; (2) transfer of a Uniform Bar Examination score attained in another jurisdiction; (3) the applicant's qualifying score on the Multistate Bar Examination administered in another jurisdiction and membership in the bar of such other jurisdiction; or (4) membership in good standing in the bar of another jurisdiction for at least five years immediately prior to the application for admission.

(c) Admission based on examination in this jurisdiction.

(1) Place and Dates of Examination. Examinations for admission to the Bar shall be held on two successive days in February and July of each year in Washington, D.C., at a place designated by the Committee and on dates designated by the National Conference of Bar Examiners (NCBE). The Committee may extend the days for examination for an applicant pursuant to a request for testing accommodations.

(2) Time to Apply and Fees.

(A) An application to take the bar examination shall be submitted in a format approved by the Committee and filed with the Director of Admissions (Director) not later than December 15 for the February examination and May 3 for the July examination unless, for exceptional cause shown, the time is extended by the

Committee. The contents of the application to take the examination shall be confidential except upon order of the court.

(B) The application shall be accompanied by (1) a payment to the Clerk, D.C. Court of Appeals (Clerk), in an amount and form approved by the Committee and specified by the Director, and (2) payment to NCBE, or proof of payment to NCBE, in an amount and form specified on the application form.

(C) Late applications may be filed within 15 days from the closing dates specified in subparagraph (i) and must be accompanied by an additional, non-refundable payment to the Clerk, D.C. Court of Appeals, in an amount and form approved by the Committee.

(3) Proof of Legal Education in a Law School Approved by the American Bar Association. An applicant who has graduated from a law school that at the time of graduation was approved by the American Bar Association (ABA) shall be permitted to take the bar examination. Under no circumstances shall such an applicant be admitted to the Bar without first having submitted to the Director a certificate that the applicant has graduated from an ABA-approved law school with a J.D. or LL.B. degree.

(4) Law Study in a Law School Not Approved by the ABA. An applicant who graduated from a law school not approved by the ABA shall be permitted to take the bar examination only after successfully completing at least 26 credit hours of study in a law school that at the time of such study was approved by the ABA. All such 26 credit hours shall be earned in courses of study, each of which is substantially concentrated on a single subject tested on the Uniform Bar Examination.

(5) Multistate Professional Responsibility Examination. An applicant for admission by examination shall not be admitted to the Bar unless that applicant has also taken the Multistate Professional Responsibility Examination (MPRE) written and administered by NCBE and has received thereon the minimum required grade as determined by the Committee. Arrangements to take the MPRE, including the payment of any fees therefor, shall be made directly with NCBE. The score received on the MPRE shall not be used in connection with the scoring of the bar examination.

(6) Examination of Applications. The Director shall examine each application to determine the applicant's eligibility and to verify the completeness of the application. If eligibility is not demonstrated, the applicant shall be permitted to furnish additional information. If the application is not complete, the needed information shall be provided upon the Director's request.

(7) Examination Identification Number. The Director shall assign an examination number to each accepted applicant. Each applicant shall be notified by the Director of the applicant's examination number and shall be furnished an admission card and a list of instructions. Further disclosure of the examination number of any applicant is prohibited.

(8) General Considerations Regarding the Examination.

(A) The examination shall be the Uniform Bar Examination (UBE) developed by NCBE. The UBE consists of a written component, consisting of the Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and a multiple choice component, which is the Multistate Bar Examination (MBE).

(B) An applicant may request the Committee to accept an MBE score from a prior examination administration provided that:

- (i) The prior MBE scaled score is not less than 133; and
- (ii) The prior administration was within 25 months of the present administration.

(C) An applicant may request the Committee to accept a written component score from a prior examination administration in the District of Columbia provided that:

- (i) The prior written component scaled score is not less than 133; and
- (ii) The prior administration was within 25 months of the present administration.

(D) An applicant requesting acceptance of a score from a prior administration shall submit with the application to sit for the bar examination a score transfer form. Any score earned in a prior administration may not be used to earn a UBE score that can be transferred to seek admission in another U.S. jurisdiction. To earn a transferrable UBE score, an applicant must take both the written and MBE components in a single administration of the examination.

(E) Examination booklets shall be furnished by the Committee. Computers or typewriters furnished by the applicants may be used by prearrangement with the Director.

(F) Except by permission of the Committee's representative, no applicant shall leave the examination room during the examination. Each applicant, upon leaving the examination room, shall turn in the examination materials to the Committee's representative.

(9) Computation of Written Component Scaled Scores. The raw scores on the written component shall be converted to scaled scores by NCBE in accordance with UBE policies.

(10) Determining Pass/Fail Status.

(A) An applicant taking the written and MBE components concurrently must attain a combined UBE scaled score of 266 or greater to pass the examination.

(B) If an MBE component score from a prior administration is accepted by the Committee under (c)(8)(B) above, the applicant must attain a scaled score of 133 or higher on the written component in the current administration to pass the examination. If a written component score from a prior administration is accepted by the Committee under (c)(8)(C) above, the applicant must attain a scaled score of 133 or higher on the MBE component in the current administration to pass the examination.

(C) Before notice and publication of the examination results, the Committee shall review the written component answers of all applicants who have attained a written component scaled score or a combined UBE scaled score within a specified number of points below the passing score, as determined by the Committee.

(11) Time of Notice and Publication of Results. Applicants shall be notified in writing of the results of their examination.

(A) The Director shall notify each successful applicant of his or her written component scaled score, MBE scaled score, and combined UBE scaled score, as applicable. An alphabetical list of the successful applicants shall be published with the request that any information tending to affect the eligibility of an applicant on moral grounds be furnished to the Committee. The first publication shall be at least 30 days before the Committee reports to the court. A copy of this list shall be posted in the office of the Clerk for three weeks.

(B) The Director shall notify in writing each unsuccessful applicant of the applicant's score. The notification shall contain the applicant's raw score for each question in the written component, the written component scaled score, the MBE scaled score, and the combined UBE scaled score.

(12) Post-examination Review. Each unsuccessful applicant may review his or her graded written component answers by executing and returning the review request form so that it is received by the Director by the 30th day after examination results are published. A review of the MBE is not available. The Director shall advise the unsuccessful applicant of the date, time, and place at which the written component answers may be reviewed. The review period shall not exceed three hours.

(13) Destruction of the Written Component Answers. Destruction of the applicant answers in the written examination component may commence 30 days from the date of publication of the examination results, but destruction of the written component answers of an unsuccessful applicant who takes advantage of the post-examination review procedure shall be delayed until at least 15 days after the review.

(14) Previous Failures. An applicant who has taken the bar examination or a component of the bar examination four times in the District of Columbia and failed to earn a passing score will not be permitted to take a further examination, except upon a showing of extraordinary circumstances. An applicant who has previously taken the bar examination in the District of Columbia four or more times before the effective date of

this rule will be permitted to take the bar examination one additional time without a showing of extraordinary circumstances.

(15) Communication with Committee Members and Graders. No applicant shall communicate with Committee members or graders concerning any applicant's performance in the examination.